

FULFILLMENT SPECIALIST

POSITION SUMMARY



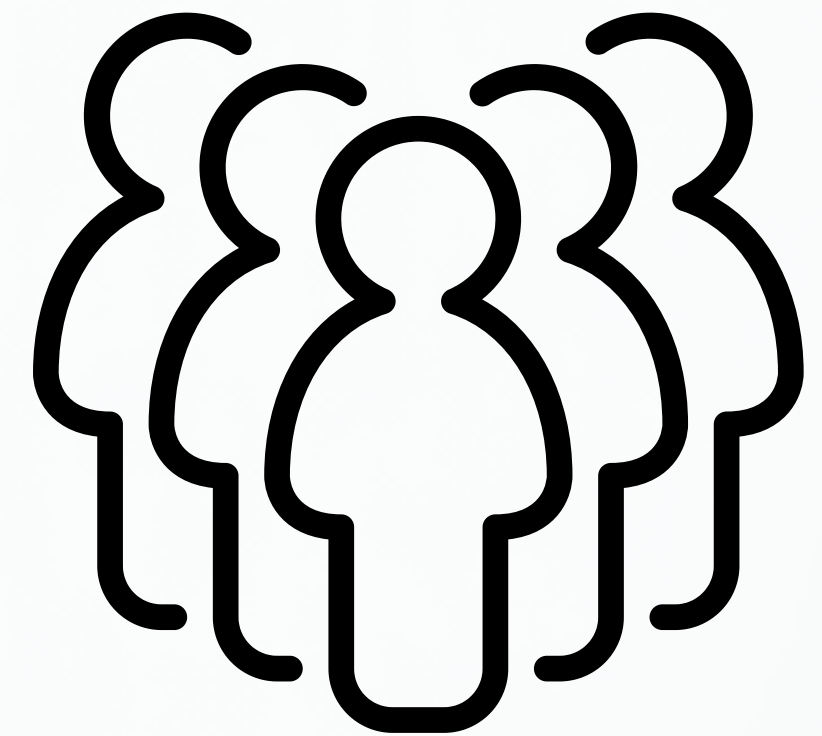
COMPENSATION

All new hires begin with a mandatory 30-day probationary period at Rapitran — no exceptions. During this period, the monthly salary is \$3,300, with an additional \$115 allocated for travel expenses.

Permanent employees receive a monthly salary of \$3,700, with an additional \$165 provided as reimbursement. Permanent employees may choose to be paid on either a biweekly or monthly schedule.

RESPONSIBILITIES

- Receive incoming deliveries from carriers in person
- Accurately record shipping information, including tracking numbers, in the CRM system
- Drop off or pick up packages from carrier offices or stores as requested
- Update inventory information in proprietary software
- Respond to business correspondence professionally and in a timely manner



EXPECTATIONS



- Capable of lifting 30 lbs. without assistance and 50 lbs. with assistance
- Self-starter who can work with little supervision
- Act with honor, integrity, and honesty at all times
- Comply with all company guidelines and protocols
- Demonstrate a high level of accuracy and attention to detail while completing assigned tasks
- Comfortable using computers and related software after training has been provided
- Be flexible during the peak shopping season to handle the additional workload
- Be respectful of the privacy of all parties involved

EMPLOYMENT PREREQUISITES

- Must be at least 18 years old
- Must be a United States citizen
- Must respect privacy and responsibly manage company resources
- Must be able to obtain and maintain reliable phone and internet service throughout employment
- Must be able to obtain and maintain the following equipment throughout employment: a computer, a printer, and a digital camera or smartphone



Rapitran, LLC

865 S Figueroa St Suite 2340
Los Angeles, CA 90017

FULFILLMENT SPECIALIST

FREQUENTLY ASKED QUESTIONS



Who is Rapitran?

Rapitran is an independent brand owned by Rapitran, LLC. We offer order fulfillment, third-party shipping services, and other operational support services to retailers and online businesses.

Where is Rapitran located?

Rapitran is based in Los Angeles, CA.

How many assignments or packages can I expect to process each week?

Probationary employees can expect to process between 5 and 30 packages per week. Permanent employees typically handle around 50 packages per week. The number of packages may vary from week to week, with an increase during the holiday season (November and December).

If I accept this position, will I be required to relocate?

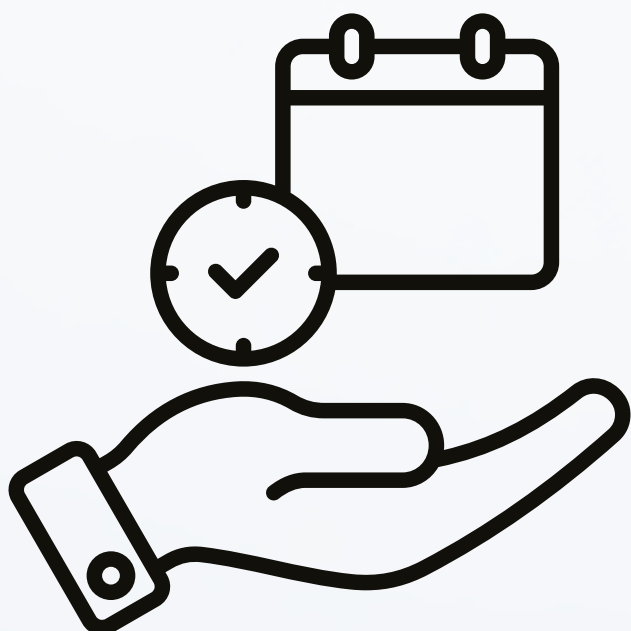
No, relocation is not required. This is a remote, work-from-home position.

Do you have any part-time positions available?

At this time, all positions are full-time, and part-time opportunities are not available. However, many employees find it manageable to balance their responsibilities due to the flexibility offered. We provide a comprehensive benefits package, which is currently available only to full-time employees.

Will I be required to pay any out-of-pocket expenses for this job?

Yes, you may incur nominal out-of-pocket expenses while working for the company. These may include travel, printer supplies, and packing materials. However, all such expenses are eligible for reimbursement through Rapitran. The company also provides prepaid shipping labels, and you will not be required to pay for them.



Is this position eligible for benefits?

Benefits are available to permanent employees after successfully completing the 30-day probationary period. Rapitran offers a 401(k) plan, medical, dental, and vision insurance, as well as paid time off. Additional information regarding benefit enrollment will be provided as your eligibility date approaches.

How often are paychecks issued?

Full-time, benefit-eligible employees may choose between monthly or biweekly pay. Probationary employees are paid upon successful completion of the probationary period.



Is there an opportunity to earn commission in this position?

This is a salaried position, and commissions are not offered. However, certain processing activities may qualify for bonus pay. Please refer to your Employment Agreement for details regarding the bonus structure.



What types of items are included in the packages I receive?

Rapitran and its customers comply with all applicable shipping regulations and laws, both domestic and international. All package contents must adhere to shipping guidelines and restrictions.

We maintain full transparency, and each package includes a packing list. You are responsible for verifying the contents against the packing list to ensure accuracy.

Common items include:

- Apparel and clothing
- Personal health and beauty products
- Electronics and gadgets
- Computers and related equipment
- Home and garden items

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